

Office Procedures

Infection Control: Our office is committed to meeting or exceeding the standards of infection control mandated by OSHA, the CDC and the ADA.

Payment: Payment is due at the time service is rendered either by cash, check, debit card, or credit card. We also offer Care Credit.

Insurance: We are a fee for service practice and expect payment in full at the time of your visit. We do not accept any insurance as full payment of services rendered. We do participate with **Delta Dental Premier Plan of New Jersey**. In extenuating circumstances such as extensive treatment needs, payment plans can be arranged. Only in this manner can we achieve the best interpersonal relationship and continue to render treatment at a reasonable fee.

We encourage our patients who carry dental insurance to become familiar with their individual policies. Our goal is to save time and confusion in dealing with copayments. Please feel free to address any insurance questions you may have and we will be happy to assist you in obtaining your correct insurance reimbursement.

Financial: You are responsible for fees incurred for treatment rendered. Any balance remaining after insurance payments are made, must be paid at the completion of treatment. If complete payment is not received, we then reserve the right to add finance charges to your account at the rate of 10% per month after 30 days. We also reserve the right to add collections costs to balances that may need to be referred to our collection sources. These collection costs are approximately 40% of the balance.

Appointments: A \$100 charge will be assessed for failed or canceled appointments without prior notification of 24 hours unless there is an extreme emergency. Once an appointment is made, please remember this time has been reserved for you.

Patient(s) Name

Parent / Guardian Name

Parent / Guardian Signature

Date
